CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:					
Classification Specification: <u>ENIVRONMENTAL CONSERVATION SUPERVISOR</u>					
Salary Range: NR 44 – Management Benefit Level C					
Position Description: <u>Environmental Conservation Supervisor</u>					
Incumbent:					
Location: Public Works Engineering – Environmental					

GENERAL PURPOSE:

Under the direction of the Environmental Engineering Manager, supervise scientists, coordinators, and technical/administrative staff in the specialized engineering area of environmental management and conservation. Duties include, but are not limited to, supervising and reviewing the city's critical areas codes; overseeing the environmental engineering conservation and wellhead protection programs; investigating and resolving environmental related problems; serving as liaison with consultants who perform water and natural resources management related studies or project design; and providing technical expertise in the area of environmental management. Program management duties include, but are not limited to, supervising and reviewing program design and implementation and/or preparing project plans, specifications, and cost estimates; and ensuring project designs and construction are in compliance with legal parameters.

Work is characterized by supervisory functions in the performance of specialized, technical, and professional environmental scientist and conservation work. Duties and responsibilities include, but are not limited to, extensive contact with the public, contractors, consultants, developers, City personnel, and other agencies; providing lead responsibility for various federal, state, regional, and local environmental restoration, maintenance, and regulatory programs relating to their function in the City of Kent; coordinating the work of the National Pollutant Discharge Elimination System and Critical Areas Ordinance staff and other Conservation programs involving the Environmental Section; writing Request for Proposals (RFPs); negotiating and recommending contract changes as necessary.

Work is performed under limited supervision. The manager sets the overall objectives and resources available. The incumbent and the manager work together to develop deadlines and work to be completed. The incumbent is responsible for the work plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the manager informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform supervisory responsibilities in accordance with the City's policies, procedures, and applicable laws. Responsibilities include, but are not limited to, assisting in interviews;

making recommendations to hire and train employees; planning, assigning, directing, and evaluating work in progress and completed work; authorizing leave and hours worked; appraising subordinate work performance; recommending promotion and disciplinary actions; addressing complaints; and resolving miscellaneous personnel issues.

Supervise and review scopes of work, requests for proposals, consultant selections, contracts, work products, budgets, and schedules; and provide technical assistance to contractors and approve final work product for a wide range of environmental programs and projects.

Review detailed and complex environmental studies, designs, and field inspections of natural resource programs and projects.

Supervise the investigation of environmental and stormwater complaints, provide analysis, and recommend solutions to the manager.

Downloading and process hydraulic data, and interfacing with the U.S. Geologic Survey, consultants, and King County.

Supervise projects and programs including, but not limited to, recycling, water conservation, solid waste management, the National Pollutant Discharge Elimination System (NPDES) permit program, critical areas codes, and wellhead protection.

Establish and maintain effective communications with State, County, and local agencies to coordinate watershed protection.

Review the design and preparation of construction documents, project coordination of Environmental Engineering projects and programs dealing with environmental and stormwater management, and sensitive area restoration; coordinate with consultants, contractors, other sections within the department, and other agencies.

Review project plans and specifications, project requirements, physical location, other pertinent data, and the engineer's estimate of cost; assure project designs are in compliance with a variety of federal, state, and city laws, codes, ordinances, and regulations governing construction projects.

Supervise the review and/or development of city ordinances and policy related to conservation, environmental management, and natural resource management.

Implement and oversee the Wellhead Protection Program.

Provide direction and technical expertise for various federal, state, regional, and local environmental restoration, maintenance, and regulatory programs relating to their function in the City of Kent.

Provide support for citywide compliance with the requirements of the Endangered Species Act.

Develop and give presentations on environmental awareness, water quality protection, environmental conservation program elements, etc. to schools, community groups, agencies, City personnel, and other cities.

Participate in regional environmental groups in order to remain current on relevant environmental and natural resource issues.

Represent the City at various regional groups and provide technical input to groups who may influence the City of Kent actions.

Coordinate with State, County, and City officials to enforce environmental regulations that could impact City natural resource and wellhead protection areas.

Establish effective working relationships with adjacent local governments, State Department of Health, State Department of Ecology, State Department of Fish and Wildlife, and the U.S. Army Corps of Engineers to correct environmental problems and protect natural resources.

Prepare reports, memos, and presentation materials for the City Council and Council Committees.

Actively support and follow the vision, mission, values, and behavior statements of the department and City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

May act as the Environmental Engineering Manager in the manager's absence as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Hydrology, hydraulics, stream flow, and precipitation measurements
- Applicable regulations, ordinances, codes, construction standards, policies, and procedures
- Preparation of construction drawings and specifications
- Washington State Department of Ecology Stormwater Management Manual for Western Washington, City of Kent Construction Standards, Washington State Department of Transportation Hydraulics and Runoff manuals, the King County Surface Water Design Manual, and the City of Kent Surface Water Design Manual
- Advanced mathematics including calculus, trigonometry, geometry, algebra, and quantitative methods
- Sampling techniques and laboratory analyses
- Principles, practices, and methods of Civil and Environmental Engineering
- Principles of Land Use Planning
- Procedures for property acquisition, securing easements, and other approaches for protecting critical areas through property use agreements
- Contaminant fate and transport in soil and groundwater
- Water, critical area, and wellhead protection principles and practices
- Land use regulations and code enforcement procedures
- Principles of natural resource management
- Principles of environmental restoration/enhancement and wildlife habitat
- Principles of public administration and environmental science
- Municipal government policies, procedures, and structure
- Modern office practices, procedures, and equipment including personal computers and

- software such as Word, Excel, Power Point and Access
- Engineering research, analysis, and problem solving methods
- Correct use of English, grammar, spelling, punctuation, and vocabulary
- Effective oral and written communication skills
- Effective supervisory principles and practices

SKILLED IN:

- Designing Public Works projects in accordance with budget limitations and established safety standards
- Analyzing technical material relating to municipal water and wellhead resource protection and related subjects
- Policy development related to natural resource conservation and environmental management
- Implementing environmental programs
- Developing and presenting educational and technical materials
- Negotiations and conflict resolution
- Preparation of sensitive area restoration projects
- Effectively using interpersonal skills in a tactful, patient, and courteous manner
- Preparing and delivering oral presentations
- Applying principles and practices of supervision and training
- Reading and interpreting civil engineering, construction, and architectural plans and specifications
- Working effectively with City staff, other agencies, contractors, developers, and the general public

ABILITY TO:

- Analyze, prepare, and review technical engineering plans, drawings, specifications, and estimates for related projects
- Prepare clear and concise project plans and bid specifications
- Establish and maintain effective working relationships with others
- Supervise programs and projects and resolve conflicts with other agencies and organizations
- Review and understand complex designs and interpret environmental conservation and engineering plans
- Maintain records and prepare reports
- Plan and organize work to meet schedules and timelines
- Compose, proofread, and edit correspondence, technical journals, rules, and regulations
- Organize and conduct various research projects
- Communicate effectively both orally and in writing
- Analyze situations accurately and adopt an effective course of action
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Work independently with little direction
- Supervise, train, and provide work direction to others
- Read, analyze, interpret, and explain technical procedures, governmental regulations, policies, and legal documents
- Effectively, positively, and persuasively present information, educate, and respond to questions from groups of managers, contractors, developers, engineers, the city council, and the general public
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

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EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in engineering, geology, water quality, hydrology, land use

planning, natural resource management, or related field; and

Experience: Eight (8) years experience in projects and programs related to environmental

resource management.

Or: In place of the above requirements, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities of the

job.

LICENSES AND OTHER REQUIREMENTS:

 Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment

- Master's degree in Civil or Environmental Engineering, Hydrology, or Water Resource Management is highly desirable
- American Institute of Certified Planner (AICP) certification or Professional Engineering (P.E.) license is highly desirable

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax and copy machine, calculator, projector, digital camera, and dictaphone.

The incumbent may also operate a City vehicle.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use arms, hands and fingers to reach, handle, feel, or operate objects, materials, tools, equipment or controls. The employee is frequently required to sit, stand, walk, hear, and talk normally with or without mechanical assistance; occasionally required to lift in excess of 30 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

The incumbent is required to work primarily in an office setting. The incumbent may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderately quiet. The incumbent is subject to driving to various locations within the community to inspect or review public improvement project sites. Noise level at construction sites may be from moderate to loud.

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SIGNATURES	:			
Incumbent's Signature		Date	Supervisor's Signature	Date
Approval:				
Department Director/Designee		 Date	Employee Services Director/Designee Date	
Department :	on ector, besignee	Date	Employee services birector	, besignee bute
** Note:	This document will be reviewed and updated annually at the time of the employee performance appraisal; when this position becomes vacant; or, if the duties of the position are changed significantly.			

Revised: 7/26/07; 1/3/08